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I recently received the above named file wrapper in CD form. In going through it, I note that what must be the last page or pages of the final letter in the file is not there. While there are the 225 pages as noted on your website, this letter is still incomplete. I would therefore very much appreciate having the rest of the letter, I enclose a copy so you can see what I mean, or an explanation as to why the rest of it is not there. It is important for us to have the examples etc. to which the first page of the letter refers.

Sincerely,



1. The first step is to identify the main topic of the document. This is often found in the title or the first paragraph.